



RESIDENTIAL BUILDING PERMIT CHECKLIST

Howard County Maryland
Department of Inspections, Licenses, and Permits

3430 Court House Drive
Ellicott City, MD 21043
Permits: 410-313-2455, Option #4
www.howardcountymd.gov

☐ NEW RESIDENTIAL CONTRUCTION UNDER AN APPROVED SDP

- ☐ Completed Building Permit Application
- ☐ One (1) copy of currently approved and signed Site Development Plan (SDP)
- ☐ Provide three (3) copies of individual site Plot Plans to scale - not to exceed 11" x 17" with elevations, house type, model and all options shown
- ☐ Residential Construction Drawings – Two (2) sets including: Floor Plan, Elevations from all four (4) sides, Wall Bracing, Detailed Cross-Section and showing size of all materials. Must meet the 2015 IECC Requirements **Only (1) "mini" set required if Residential Model on File accompanied by worksheet*
- ☐ Payment of applicable Filing Fees and Guaranty Fund: \$ _____
- ☐ Payment of applicable Water and/or Sewer Fees and Applications. (Separate check required)
- ☐ Grading Permit (*See Grading Permit Checklist*)
- ☐ **Permit Fee, Excise Tax, and School Facilities Surcharge payable at Building Permit issuance (*See Fee Schedule*)** \$ _____

☐ NEW RESIDENTIAL CONSTRUCTION NOT UNDER AN APPROVED SDP

- ☐ Completed Building Permit Application
- ☐ Provide four (4) copies* of individual site specific Plot Plans to scale not to exceed 11" x 17" with elevations, house type, model and all options shown ** Or one (1) Plot Plan not to exceed 11" x 17" with four (4) full size copies – see below:*
- ☐ One (1) full size copy of the Site Plan including:
 - Title Block – Identifying the Owner, Builder, Site Address, Date, House Type, Lot Number, and North Arrow
 - Paving on site and Paving Specifications
 - Location of Property and All Existing and Proposed Buildings and Structures
 - Setbacks from the Dwelling to All Property Lines
 - Location of All Easements, Drainage Facilities, and Building Restriction Lines
 - Existing and Proposed Wells, Septic Easements, and Septic Systems (*If Applicable*)
 - Visible Above-ground Utilities
 - House Footprint, complete with All Options specific to this project, including Overhangs
 - Finish Elevations of the First-Floor Levels, including Garage Slab
 - Show all Retaining Walls. Show setbacks from Wall to Property Line for walls over 3' in Height
 - Show Limits of Disturbance and Tree Removal
 - Show Existing and Proposed Contours; Swale Arrows on All Disturbed Areas
 - Identify the Source of Topography
 - Show Spot Grades at Entrances; Parking Pads in Front of Garage, 20' in Front of Garage, All House Corners and Walkout(s). Show Percentage of Grade of Driveway
 - Proposed On-Site Sediment and Erosion Control Measures
- ☐ Residential Construction Drawings – Two (2) sets including: Floor Plan, Elevations from all four (4) sides, Wall Bracing, Detailed Cross-Section and showing size of all materials. Must meet the 2015 IECC Requirements
- ☐ One (1) set of Simplified Floor Plans, if property is on Well and Septic (*See Health Department Memo*)
- ☐ Payment of applicable Filing Fees and Guaranty fund: \$ _____

- ☐ Payment of applicable Water and/or Sewer Fees and Applications. (*Separate check required*)
- ☐ Well/Septic: Well must be drilled prior to acceptance of the Building Permit Application.
- ☐ Entrance Permit. *Please note that a use and occupancy certificate will not be issued until entrance is completed to Bureau of Highways Standard & Specifications. (If property is located off of a State Highway, a bond is required.)* Please select one below:
 ___New dwelling
 ___Driveway entrance **only** to vacant lot
- ☐ Grading permit (*See Grading Permit Checklist*)
- ☐ **Permit Fee, Excise Tax, and School Facilities Surcharge payable at Building Permit issuance (*See Fee Schedule*) \$ _____**

☐ **ADDITIONS AND MISCELLANEOUS STRUCTURES**

- ☐ Completed Building Permit Application
- ☐ Four (4) copies of Plot Plans to scale not to exceed 11" x 17" including:
 - Location of Property, All Existing and Proposed Structures
 - Distances to Property Lines from all sides and Location of Well and Septic, *if applicable*
- ☐ Residential Construction Drawings – Two (2) sets including: Floor Plan, Elevations from All four (4) sides, Wall Bracing, Detailed Cross-Section and showing size of all materials. Must meet the 2015 IECC Requirements.
- ☐ One (1) set of Simplified Floor Plans, if property is on Well and Septic (*See Health Department Memo*)
- ☐ Payment of applicable filing fees: \$ _____
- ☐ **Permit Fee, Excise Tax, and School Facilities Surcharge per square foot to new or added areas only and payable at Building Permit issuance (*See Fee Schedule*) \$ _____**

APPLICABLE AGENCY REVIEW AND STANDARDS INFORMATION:

1. Department of Planning and Zoning (410) 313-2350 - Reviewed for compliance to Zoning and Subdivision Regulations with regard to setbacks.
2. Department of Planning and Zoning/Bureau of Engineering (410) 313-2350 - Reviewed for presence of water and sewer and payment of fees; compliance with 100 Year Floodplain Law
3. State of Maryland/Environmental Health Department (410) 313-2640 - Compliance with State Health Regulations; well and septic tank elevation approved.
4. Department of Inspections, Licenses and Permits/Plan Review Division (410) 313-2455- Compliance with current Building Code regulations; assessing fees.
5. State of Maryland/Highway Administration (410) 545-5600 - Compliance with their programs and regulations.
6. Department of Public Works/Construction Inspection Division (410) 313-1855 - Compliance with sediment and erosion control programs and regulations for New Construction with Disturbances of over 5,000 square feet or 100 cubic yards.

NOTE: To determine the status of your permit 24 hours a day:

Visit the Citizen's Access Website: **myhoward.info** or
 Call the Automated Permit Information Line at **(410) 313-3800**

Payments are accepted in the form of Check or Money Orders Only. All fees are made payable to:
Director of Finance - Howard County.

Building Permits are Issued/Accepted between the hours of 8:00 a.m. – 4:00 p.m., Monday through Friday.

****IMPORTANT** INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**